**Semester 1- First Quarter**

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| **Week** | **Standards** | **Lessons** | **Tasks** | **Essential Questions** |
| 1 | **02.01,04.0,05.0,**  **06.0, 08.12** | Introductory Lessons   * **Cell Manufacturers** * **My Classes** * My Favorite Places | * Find, Open, Edit, Save, Close different applications | What is a spreadsheet?  What is a word processing document?  What are the key elements of a slideshow presentation? |
| 2 | **1.01, 1.02, 03.01, 03.02,03.03,08.08,08.09,09.02, 10.01, 10.02** | Introduce **Typing.com**  Keyboarding Practice  Lessons: Tech Readiness   1. Parts of a Computer 2. What makes a Computer run 3. Using a Mouse 4. Computer Lab Rules 5. Surfing Safely 6. Cyber Safety 7. Online Behavior 8. Email Rules and Manners 9. Internet Search Tips | * Understand computer hardware * Applying keyboarding skills * Perform activities using the worldwide web * Use communication features of information technology | What internal and external components make up a computer system?  What are the best practices for online safety? |
| 3 | **09.01,07.06, 07.01,07.02, 07.03** | Everfi.com-Ventures  Typing.com: Career Prep  **Alt-Career Research@**  **mycareershines.com** | * Identify through internet research careers in the Business, Management and Administration career cluster | Why do entrepreneurs need to know about business, management and administration?  What careers most suit my personality? |
| 4 | **04.01,04.02,04.03,04.04,04.06,04.07,04.14,04.23,04.26, 08.08** | Introduce ICT Ucertify/Setup accounts  Lesson 1 Introduction to Word Processing   * Lesson 1 Notes * Graded Assessment * **Future Self** * **The Places** * Quiz Review * **Lesson 1 Quiz** * **Introduce “Favorite Person Project”** | * Create a letter using business letter formatting, including layout, line spacing, inside address, first line indenting, headers and footers * Manage a plain text document including, managing layout, font, shapes, styles, cut & paste | What are the components of a word processing letter?  How does MOS Word assist the user in communicating professionally, efficiently, and effectively?  How do items on the MOS tool bar change the design of a Word document? |
| 5 | **04.0** | Lesson 2 Formatting an Editing   * Lesson 2 Notes * Graded Assessment * **Favorite Person Outline** * My Research * Quiz Review * Lesson 2 Quiz | * MLA format * Header * Works Cited page | How is a document formatted according to MLA formatting? |
| 6 | **04.0** | Lesson 3 Working with Images and Shapes   * Lesson 3 Notes * Graded Assessment * **My Favorite People** * **My Personality** * Quiz Review * Lesson 3 Quiz | * Three columns * Cover page * Citations * SmartArt | How are three columns formatted in MOS Word?  How is a cover page formatted in MOS Word? |
| 7 | **04.0** | Lessons 4&5 Structuring Text/Revising & Collaborating   * Lesson 4&5 Notes * Graded Assessment * **Formatting Research Project** * Banana Nut Muffin Recipe * **School Supplies** * Quiz Review * Lesson 4 Quiz | * Images * Page breaks * Headers * Footers * Bulleted Lists * Numbered Lists * Multi-level lists | How are images, page breaks, headers and footers inserted into a MOS Word document? |
| 8 | **04.0, 10.01,10.02** | Word Certification Review & Test   * Practice Test A, B, C   Alternate-Cybersecurity   * Practice Test A, B, C | * Prep for Certification Test(s) * Certification Test(s) | What are key MOS Word vocabulary terms to know? |
| 9 | **06.0** | Setup ICT Ucertify accounts for Spreadsheets  Lesson 1a Introduction to Spreadsheets   * Lesson 1 Notes * Graded Assessment * **Universities** * **Matching** * **Cell Reference Search** * Quiz Review * **Lesson 1a Quiz** | * Modifying Columns, Rows and Cells * Inserting text and numbers * Parts of a spreadsheet * Understanding how a spreadsheet is constructed and how to locate individual cells | How can spreadsheets be used to communicate data effectively? |

**Semester 1- Second Quarter**

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| **Week** | **Standards** | **Lessons/Activities** | **Activities** | **Essential Questions** |
| 10 | **06.0** | Spreadsheets Lesson 1b   * Graded Assessment * **Our Time** * **Sorting and Filtering** * Quiz Review * **Lesson 1b Quiz** | * Sorting & Filtering spreadsheet data * Highlighting data * Using the Autofill handle * Creating charts | What are ways to make data standout on a spreadsheet? |
| 11 | **06.0** | Spreadsheets Lesson 2   * Lesson 2 Notes * Graded Assessment * **Heads Up** * **Apple v. Samsung** * Quiz Review * Lesson 2 Quiz | * Creating tables * Managing data within a table * Creating Pie charts * Creating Column charts | How can data be managed in spreadsheets? |
| 12 | **06.0** | Spreadsheets Lesson 3   * Lesson 3 Notes * Graded Assessment * **GPA Calculator** * **Monthly Expenses** * Quiz Review * Lesson 3 Quiz | * Creating tables * Creating SUM formulas * Using the AVG function * Creating formulas for percentages * Using the MAX/MIN function | What are common formulas used in spreadsheets? |
| 13 | **06.0** | Spreadsheets Certification   * Practice Test A, B, C   2nd Word Processing Certification  Alternate- Cybersecurity   * Practice Test A, B, C | * Prep for Certification Test(s) * Certification Test(s) | What are key spreadsheet skills to know? |
| 14 | **10.01,10.02** | Communications   * **Lesson 1-4 Notes** * Practice Tests A, B, C * Certification Test | * Identify various ways to safely communicate effectively using internet technology | What are ways to communicate safely and effectively using internet technology? |
| 15 | **05.0** | Multimedia Lesson 1   * Lesson 1 Notes * Graded Assessment * **Christmas List** * **Case Study** * **Analyzing a Presentation** * Quiz Review * Lesson 1 Quiz | * Manage text, pictures, designs, layouts, tables, animations, grouping, lines, shapes, transitions, hyperlinks, slide order * Identify proper usage of presentation tools when creating presentations | What skills are needed to create a professional multimedia presentation? |
| 16 | **05.0** | Multimedia Lesson 2   * Lesson 2 Notes * Graded Assessment * **Graphics Software** * **Reviewing Filters** * Quiz Review * Lesson 2 Quiz   Introduce Final Project | * Identify different visual media formats * Edit media using online software * Identify common tools used in photo editing software | What are common visual media formats and photo editing skills that can be used in a multimedia presentation? |
| 17 | **05.0** | Multimedia Certification   * Practice Tests A, B, C   Word Certification 3rd Attempt  Alternate Certifications   * Spreadsheets * Communications * Cybersecurity | * Prep for Certification Test(s) * Certification Test(s) | What skills are needed to create a professional multimedia presentation? |
| 18 | **07.04,07.0507.06,07.07** | Final Collaborative Project   * **Your Planet** | * Collaborate to create an effective presentation using the skills learned | How can working in a collaborative team result in a superior product? |

**Semester 2- First Quarter**

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| **Week** | **Standards** | **Lessons** | **Tasks** | **Essential Questions** |
| 1 | **02.01,04.0,05.0,**  **06.0, 08.12** | Introductory Lessons   * Cell Manufacturers * My Classes * My Favorite Places | * Find, Open, Edit, Save, Close different applications | What is a spreadsheet?  What is a word processing document?  What are the key elements of a slideshow presentation? |
| 2 | **1.01, 1.02, 03.01, 03.02,03.03,08.08,08.09,09.02, 10.01, 10.02** | Introduce Typing.com  Keyboarding Practice  Lessons: Tech Readiness   1. Parts of a Computer 2. What makes a Computer run 3. Using a Mouse 4. Computer Lab Rules 5. Surfing Safely 6. Cyber Safety 7. Online Behavior 8. Email Rules and Manners 9. Internet Search Tips | * Understand computer hardware * Applying keyboarding skills * Perform activities using the worldwide web * Use communication features of information technology | What internal and external components make up a computer system?  What are the best practices for online safety? |
| 3 | **09.01,07.06, 07.01,07.02, 07.03** | Everfi.com-Ventures  Typing.com: Career Prep  Alt-Career Research@  mycareershines.com | * Identify through internet research careers in the Business, Management and Administration career cluster | Why do entrepreneurs need to know about business, management and administration?  What careers most suit my personality? |
| 4 | **04.01,04.02,04.03,04.04,04.06,04.07,04.14,04.23,04.26, 08.08** | Introduce ICT Ucertify/Setup accounts  Lesson 1 Introduction to Word Processing   * Lesson 1 Notes * Graded Assessment * Future Self * The Places * Quiz Review * Lesson 1 Quiz * Introduce “Favorite Person Project” | * Create a letter using business letter formatting, including layout, line spacing, inside address, first line indenting, headers and footers * Manage a plain text document including, managing layout, font, shapes, styles, cut & paste | What are the components of a word processing letter?  How does MOS Word assist the user in communicating professionally, efficiently, and effectively?  How do items on the MOS tool bar change the design of a Word document? |
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| 8 | **04.0, 10.01,10.02** | Word Certification Review & Test   * Practice Test A, B, C   Alternate-Cybersecurity   * Practice Test A, B, C | * Prep for Certification Test(s) * Certification Test(s) | What are key MOS Word vocabulary terms to know? |
| 9 | **06.0** | Setup ICT Ucertify accounts for Spreadsheets  Lesson 1a Introduction to Spreadsheets   * Lesson 1 Notes * Graded Assessment * Universities * Matching * Cell Reference Search * Quiz Review * Lesson 1a Quiz | * Modifying Columns, Rows and Cells * Inserting text and numbers * Parts of a spreadsheet * Understanding how a spreadsheet is constructed and how to locate individual cells | How can spreadsheets be used to communicate data effectively? |

**Semester 2- Second Quarter**

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| 11 | **06.0** | Spreadsheets Lesson 2   * Lesson 2 Notes * Graded Assessment * Heads Up * Apple v. Samsung * Quiz Review * Lesson 2 Quiz | * Creating tables * Managing data within a table * Creating Pie charts * Creating Column charts |  |
| 12 | **06.0** | Spreadsheets Lesson 3   * Lesson 3 Notes * Graded Assessment * GPA Calculator * Monthly Expenses * Quiz Review * Lesson 3 Quiz | * Creating tables * Creating SUM formulas * Using the AVG function * Creating formulas for percentages * Using the MAX/MIN function |  |
| 13 | **06.0** | Spreadsheets Certification   * Practice Test A, B, C   2nd Word Processing Certification  Alternate- Cybersecurity   * Practice Test A, B, C | * Prep for Certification Test(s) * Certification Test(s) |  |
| 14 | **10.01,10.02** | Communications   * Lesson 1-4 Notes * Practice Tests A, B, C * Certification Test | * Identify various ways to safely communicate effectively using internet technology |  |
| 15 | **05.0** | Multimedia Lesson 1   * Lesson 1 Notes * Graded Assessment * Christmas List * Case Study * Analyzing a Presentation * Quiz Review * Lesson 1 Quiz | * Manage text, pictures, designs, layouts, tables, animations, grouping, lines, shapes, transitions, hyperlinks, slide order * Identify proper usage of presentation tools when creating presentations |  |
| 16 | **05.0** | Multimedia Lesson 2   * Lesson 2 Notes * Graded Assessment * Graphics Software * Reviewing Filters * Quiz Review * Lesson 2 Quiz   Introduce Final Project | * Identify different visual media formats * Edit media using online software * Identify common tools used in photo editing software |  |
| 17 | **05.0** | Multimedia Certification   * Practice Tests A, B, C   Word Certification 3rd Attempt  Alternate Certifications   * Spreadsheets * Communications * Cybersecurity | * Prep for Certification Test(s) * Certification Test(s) |  |
| 18 | **07.04,07.0507.06,07.07** | Final Collaborative Project | * Collaborate to create an effective presentation using the skills learned |  |